

Department of Corrections and Rehabilitation – Selection Services Section

SUPPLEMENTAL APPLICATION FOR RESEARCH PROGRAM SPECIALIST II (SOCIAL/BEHAVIORAL)

This examination will consist of the attached Supplemental Application questionnaire, which will be used to evaluate your knowledge, experience, education and training as they relate to the Research Program Specialist II, (Social/Behavioral) classification. This Supplemental Application is the examination and will account for 100% of your final score. It is required that you **personally complete** this Supplemental Application accurately and without assistance. Refer to the instructions below for completing and submitting this Supplemental Application.

You will be evaluated based on your ability to follow directions, read, interpret, and respond appropriately to the questions in this Supplemental Application. Candidates who fail to follow the instructions will be eliminated from this examination.

Do not attach any additional documents to this Supplemental Application or send any forms/documents in advance.

YOUR RESPONSES ARE SUBJECT TO VERIFICATION

Please keep in mind that all information provided on this Supplemental Application will be subject to verification at any time during the examination process, hiring process, and even after gaining employment. Anyone who misrepresents their experience will be subject to adverse consequences, which could include the following action(s):

- Removal from the examination process
- Removal from the certification list
- Loss of State employment
- Loss of rights to compete in any future State examinations

THIS AFFIRMATION MUST BE COMPLETED

Government Code Section 18935:

“The board may refuse to examine or, after examination, may refuse to declare as an eligible or may withhold or withdraw from certification, prior to appointment, anyone who comes under any of the following categories:

- j. Has intentionally attempted to practice any deception or fraud in his or her application, in his or her examination, or in securing his or her eligibility.”**

I hereby certify and understand that the information provided by me on this questionnaire is true and complete to the best of my knowledge and contains no willful misrepresentation or falsifications. I also understand that if it is discovered that I have made any false representations, I will be removed from the list resulting from this examination and may not be allowed to compete in future examinations for State employment. If already hired from the result of this examination, I may have adverse action taken against me, which could result in dismissal.

SIGNATURE: _____

DATE: _____

NAME (PRINTED): _____

HOME PHONE NUMBER: _____ **WORK PHONE NUMBER:** _____

YOUR COMPLETED SUPPLEMENTAL APPLICATION MUST INCLUDE YOUR ORIGINAL SIGNATURE

Mail to:

Department of Corrections and Rehabilitation
Selection Services Section
P.O. Box 942883
Sacramento, CA 94283-0001

or

Deliver in Person to:

Department of Corrections and Rehabilitation
Selection Services Section
1515 “S” Street, Room 522N
Sacramento, CA 95811-7243

NOTE:

- Be sure your envelope has adequate postage.
- Facsimiles (FAX) will NOT be accepted under any circumstances.
- Be sure to enter your name in the space provided on EACH PAGE
- Be sure to include a Completed State Application (Std. form 678)

YOUR NAME (PLEASE PRINT CLEARLY)

MINIMUM QUALIFICATIONS

All candidates must meet the minimum qualifications before they will be admitted into this examination. Please ensure that your state application (Std. form 678) clearly indicates all education and experience which may be required to meet the minimum qualifications for this exam.

Experience and education which provides ability to perform successfully as a Research Program Specialist at the level and in the specialty for which application is made.

AND

EITHER I

Experience: One year in the California state service performing research duties at a level of responsibility equivalent to that of a Research Program Specialist I.

OR II

Experience: Four years of progressively responsible technical research experience above the trainee level engaged in the collection, compilation, analysis, and interpretation of data. (A Doctoral Degree in Economics, Psychology, Sociology, or a research-oriented field may be substituted for two years of the required experience. A master's degree in one of the above fields may be substituted for one year of the required experience.) (Experience in the California state service applied toward this requirement must include one year of experience in a class at a level of responsibility equivalent to a Research Program Specialist I) **and**

Education: Graduation from college with any major but with extensive course work in economics, psychology, sociology, or a related research-oriented field. This must include or be supplemented by at least six semester hours in statistics.

YOUR NAME (PLEASE PRINT CLEARLY)

PRIOR STATE EMPLOYMENT INFORMATION

Complete this next section **ONLY** if you have been previously **dismissed** from California State Civil Service employment by punitive action or as a result of disciplinary proceedings. **IF THIS DOES NOT APPLY TO YOU, please skip this question.**

Rule 211 provides that a dismissed State employee may only participate in State Civil Service examination if he/she has obtained prior consent from the State Personnel Board.

Do you have written permission from the State Personnel Board Executive Officer to take this examination?

<input type="checkbox"/>	YES
<input type="checkbox"/>	NO

YOUR NAME (PLEASE PRINT CLEARLY)

CONDITIONS OF EMPLOYMENT FORM FOR CDCR ADULT & YOUTH FACILITY LISTING ONLY

On a <u>permanent</u> basis, I am willing to work:	On a <u>temporary</u> basis, I am willing to work:
<input type="checkbox"/> FULL TIME	<input type="checkbox"/> FULL TIME
<input type="checkbox"/> PART TIME (12 months per year, less than 40 hours per week)	<input type="checkbox"/> PART TIME (12 months per year, less than 40 hours per week)
<input type="checkbox"/> INTERMITTENT (Not more than 1500 hours per year, which is equivalent to 9 months of work at 40 hours per week)	<input type="checkbox"/> INTERMITTENT (Not more than 1500 hours per year, which is equivalent to 9 months of work at 40 hours per week)

**AVAILABLE POSITIONS ARE LOCATED IN THE
SACRAMENTO AREA ONLY**

Please notify the California Department of Corrections and Rehabilitation (CDCR) promptly of any address changes or availability for employment at the following address:

California Department of Corrections and Rehabilitation
Human Resources
Office of Personnel Services
P.O. Box 942883
Sacramento, CA 94283-0001
Attn: Customer Service Center.

YOUR NAME (PLEASE PRINT CLEARLY)

JOB REQUIREMENTS

The following are job requirements. Please respond to each question by marking the appropriate box. If you are unwilling or unable to comply with any of the following job requirements, it will be grounds for elimination from the examination process.

1. Willingness to abide by and adhere to safety policies and provisions (e.g., wear personal alarm, carry whistle, wear protective clothing & apparatus, etc.) applicable to specific work assignments. ☐ Yes ☐ No
2. Willingness to comply with annual tuberculosis screening requirements ☐ Yes ☐ No
3. Willingness to visit a State correctional facility on occasion as part of your assigned duties. ☐ Yes ☐ No
4. Willingness to abide by and adhere to the institutional dress code. ☐ Yes ☐ No
5. Willingness to report dangerous situations/contraband to supervisors and/or custody staff. ☐ Yes ☐ No
6. Willingness to work with inmates/wards/parolees, including some who may be mentally ill, developmentally disabled, potentially dangerous, and/or sex offenders. ☐ Yes ☐ No
7. Willingness to work around peace officers armed with chemical agents and/or weapons. ☐ Yes ☐ No
8. Willingness to comply with departmental training requirements. ☐ Yes ☐ No
9. Willingness to participate in the audit process. ☐ Yes ☐ No
10. Willingness to provide instruction or oversight regarding departmental policies, procedures, standards, and practices to other employees, outside consultants, and/or members of the public. ☐ Yes ☐ No
11. Willingness to report unethical and/or illegal behavior on the part of departmental staff. ☐ Yes ☐ No
12. Willingness to promote positive, collaborative, professional working relations among co-workers both within and outside of the work unit. ☐ Yes ☐ No
13. Willingness to train and supervise staff. ☐ Yes ☐ No
14. Willingness to participate in team meetings, committees, special projects, etc. as required and/or assigned by your supervisor/manager. ☐ Yes ☐ No
15. Willingness to drive a departmental vehicle for part or your entire assigned shift. ☐ Yes ☐ No
16. Willingness to have and maintain a valid California driver's license appropriate to the type of vehicle your work duties require you to drive. ☐ Yes ☐ No
17. Willingness to work at remote sites and locations alone or with very little interaction with others. ☐ Yes ☐ No
18. Willingness to travel to work sites away from assigned work location, which could require extended hours of work and/or overnight or multiple day trips. ☐ Yes ☐ No

YOUR NAME (PLEASE PRINT CLEARLY)

GENERAL INSTRUCTIONS

1. The attached questionnaire will constitute the entire examination. Additional instructions are provided within the questionnaire.
2. The examination is intended to provide candidates the opportunity to demonstrate their knowledge and experience in a variety of areas. It is not expected that you will have experience in all areas.
3. Your responses to the questions must be provided on the questionnaire. Answer all questions for each knowledge, experience, and/or column as requested.

NOTE: Section 2 "Knowledge and Experience" Question #1 requires two responses; one response for knowledge and one for experience.

Any questions without a response will not be accounted for in your total score.

4. You must submit a complete examination application package. A complete examination package should include a completed State Application (Std. form 678 - if not already on file) and a completed Supplemental Application questionnaire. Missing information will delay the processing of your examination.

The following documents comprise a complete examination application package for Research Program Specialist II (Social/Behavioral):

- State Application (Std. form 678) may be downloaded from the State Personnel Website www.spb.ca.gov
 - Affirmation Statement (page 1)
 - Prior State Employment Information (page 3)
 - Conditions of Employment (page 4)
 - Job Requirements (page 5)
 - Knowledge and Experience (page 7)
 - Education (page 8)
 - Experience (pages 9, 10 & 11)
5. Before you mail the examination material, please keep a photocopy of the examination application package for your records.
 6. Upon receipt of your completed supplemental application package, documents become confidential information and are the property of the California Department of Corrections and Rehabilitation. Due to its confidential nature, such information cannot be returned.
 7. It is your responsibility to notify the California Department of Corrections and Rehabilitation, of any changes in your address. All correspondence must include the examination title and your social security number. Send correspondence to:

Mail to:

Department of Corrections and
Rehabilitation
Selection Services Section
P.O. Box 942883
Sacramento, CA 94283-0001

or

Deliver in Person to:

Department of Corrections and
Rehabilitation
Selection Services Section
1515 "S" Street, Room 522N
Sacramento, CA 95811-7243

YOUR NAME (PLEASE PRINT CLEARLY)

SECTION 2 – KNOWLEDGE AND EXPERIENCE

Note: For item #1, rate both your knowledge and experience separately Definitions: <ul style="list-style-type: none"> • Extensive Knowledge: I have applied this knowledge in an actual setting while performing a job. • Basic Knowledge: I have education or training relevant to this knowledge, but have not applied it in an actual job. 	KNOWLEDGE				EXPERIENCE		
	Extensive Knowledge	Basic Knowledge	No Knowledge		Extensive Experience (one year or more)	Some Experience (less than one year)	No Experience
RESEARCH DESIGN							
1. Selecting appropriate research methods for the following types of studies:							
a. Quantitative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Qualitative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Experimental Design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HANDS ON RESEARCH EXPERIENCE							
2. Refinement of study hypothesis					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Application of study design, (sampling scheme, data collection procedures, data analysis)					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Maintain quality control on social/behavioral field data					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Use of computer software to establish and manage data bases					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Application of appropriate statistical techniques for a project					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Provide technical scientific consultation on a specific phase of a complex scientific study					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Critically review literature relevant to social/behavioral sciences and interpretation of study findings					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Work as part of a multidisciplinary team:					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Team member					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Serve in a lead or supervisory role					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Principal or co-principal investigator					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Consultant					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Relate social/behavioral findings to social programs					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Assist in preparing research grant proposals for funding					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

YOUR NAME (PLEASE PRINT CLEARLY)

SECTION 2 - EDUCATION

Please indicate your highest educational background by checking the appropriate box

- ☐ Doctoral degree from an accredited university or college **in social science field or related field**
- ☐ Master's degree from an accredited university or college **in social science field or related field**
- ☐ Doctoral degree **in any non social science** field from an accredited university or college
- ☐ BS or BA degree from an accredited university or college **in a social science field or related field**
- ☐ Master's degree **in any non social science** field from an accredited university or college
- ☐ AA or AS degree from an accredited university or college **in a social science field or related field**
- ☐ BS or BA degree **in any non social science** field from an accredited university or college
- ☐ AA or AS degree **in any non social science** field from an accredited university or college
- ☐ At least one college level course in Research Methods

YOUR NAME (PLEASE PRINT CLEARLY)

SECTION 3 - EXPERIENCE

Provide specific information and relevant examples regarding knowledge, skills, and/or abilities from your background as requested below. Please keep in mind that omitted information cannot be assumed when your qualifications are being evaluated. All information is subject to verification. **Your responses to the following questions must not exceed the space provided and must be typed.** Do not include a resume in lieu of answering the following questions.

1. Describe your professional experience conducting research.
Please provide examples specifically related to database management and statistical analysis.

YOUR NAME (PLEASE PRINT CLEARLY)

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2. Describe a research project that involves the collection of quantitative data (e.g., thesis, dissertation, or a major social science research project, etc.) in which you had a significant role, with emphasis on the research activities in which you were engaged. Describe the issues addressed, the theory underlying the research questions, the research design and the results.

YOUR NAME (PLEASE PRINT CLEARLY)

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3. Describe all of your experience in presenting research results, findings, conclusions and recommendations in written and oral form, including reports, publications, presentations and conferences.

YOUR NAME (PLEASE PRINT CLEARLY)

PREPARATION FOR HIRING INTERVIEW

If you are successful in this examination and called for a hiring interview, you may be asked to supply transcripts of your college course work, proof of degree(s) received and any registration that may be applicable. Additionally, you may be asked to supply supplemental documentation to verify your responses in this examination. It is strongly recommended that you assemble transcripts in advance to expedite the process.

RECRUITMENT QUESTIONNAIRE

These questions are not part of the examination but are for the hiring authority's information.

HOW DID YOU HEAR ABOUT THIS EXAMINATION?

Check the appropriate box below.

- ☐ Newspaper/Magazine Advertisement
- ☐ Internet
- ☐ California Department of Corrections and Rehabilitation employee
- ☐ Recruitment Mailing
- ☐ College/School
- ☐ Job Fair/Career Fair
- ☐ Other: _____

**THIS COMPLETES THE SUPPLEMENTAL APPLICATION
SEE COVER PAGE FOR PROPER RETURNING AND MAILING PROCEDURES**